

# **LIBRARY ASSISTANT (CHILDREN'S SERVICES)**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E640

---

## **GENERAL DESCRIPTION OF THE DUTIES**

The Library Assistant perform duties related to children's library services including basic reference and reader's advisory, assistance to the public, delivery of story time programs, promotions and publicity, and general upkeep of the Children's Room.

## **SUPERVISION RECEIVED**

The position receives direct supervision from the Children's Room supervisor.

## **SUPERVISION EXERCISED**

Supervision is not a normal responsibility of this position. The Library Assistant may provide training and orientation to newly assigned personnel and volunteers on library policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Assists in presenting age appropriate programs for children, including and not limited to Summer Reading, Story Time, and special events/programs.
2. Promotes library services to the community using appropriate media.
3. Produces children's service displays, promotional posters, bulletin boards, flyers, decorations, and crafts as directed.
4. Provides basic reference services to children and adults, responds to inquiries regarding use of the library, and explains the use of facilities, equipment, and library resources.
5. Troubleshoots basic computer issues.
6. Maintains the order of the Children's Room, shelves books and other library materials, and assists in program set-up and breakdown.
7. Conducts tours of the library for groups of children and adults.
8. Assists in providing children's library services in the community.
9. Opens and closes the Children's Room as required and turns on/off equipment.
10. Performs various clerical tasks in support of library operations.

# **LIBRARY ASSISTANT (CHILDREN'S SERVICES)**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E640

11. Maintains proficiency by attending workshops and conferences, working on City and professional committees, reading materials, and meeting with others in areas of responsibility.
12. Performs work in accordance with federal, state, City and library employment and safety laws, rules, and standards.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### ***Knowledge of:***

- Principles of customer service
- Technology in public libraries

### ***Skills in:***

- Using technology in service to the public
- Communicating effectively with children and families and others from diverse backgrounds

### ***Ability to:***

- Establish and maintain effective working relationships with the general public, local officials, and employees
- Gain a general knowledge of children's literature and library practices and procedures
- Work in a team environment
- Maintain confidential and sensitive information

## **EDUCATION AND EXPERIENCE**

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be the equivalent of high school graduation. Some positions require fluency in English and Spanish.

## **DESIRABLE EXPERIENCE, TRAINING AND LICENSES**

College coursework in children's literature and early childhood development, previous library experience or experience in providing services to children. Fluency in English and Spanish are desired.

# **LIBRARY ASSISTANT (CHILDREN'S SERVICES)**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E640

## **PHYSICAL DEMANDS**

While performing the duties of this position, an employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility and visual acuity. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating standard library or office equipment. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

## **WORKING CONDITIONS**

Usual library working conditions as well as occasional visits to off-site settings. Evening and weekend hours are required.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 12/99

Revised: 05/01

Revised: 11/15